



The Montana Comprehensive Assessment System (MontCAS)

Criterion-Referenced Test (CRT)

TEST ADMINISTRATOR'S MANUAL

Grades 3–8 and 10

Spring 2010

Important Spring 2010 Dates

**March 1 through 24:
CRT test administration window**

**Thursday, March 25
The deadline to return test materials to your school test coordinator**

Test Security

All test items and responses to those items in the Montana Comprehensive Assessment System Criterion-Referenced Test are secure materials and may not be copied or duplicated in any way or retained in the school after testing is completed.

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What's New for the 2010 CRT and CRT-Alternate Administrations?

- Standard accommodation clarification
- Answer booklet, no bubbles for former LEP, Alt, NSAY, NDAY
- New name for Student Response Booklet (SRB): Answer Booklet (AB)
- Test consists of four forms, not eight forms.
- A practice question has been added to each content section.
- All Test Booklets must be returned. There will be no reports until discrepancies are resolved.

Checklist for Test Administrators

BEFORE TESTING:

- Receive training on test security, test administration, handling of test materials, and accommodations.
- Receive a copy of test security information for teachers from OPI.
- Read all directions for test administration in this manual.
- Meet with your school test coordinator to plan testing schedules, review procedures, and discuss any questions you may have.
- Inventory your test materials to be sure you have enough for the students you will be testing. Notify your school test coordinator if you are missing any materials or have defective materials.
- Obtain student barcode labels from your test coordinator and affix them on the appropriate space provided on the front cover of the Answer Booklet.
- Notify students of the testing and request that they have #2 pencils for every test session.
- Help your school test coordinator notify students and parents about the testing program.
- Secure #2 pencils, scratch paper, and calculators. (Make sure school-owned or student-owned calculators, such as a four function calculator that students are familiar with, are available.)
- Obtain accommodation information needed to complete page 2, section 2, of the Answer Booklets after testing, if applicable.

DURING TESTING:

- Maintain test security during all phases of testing process.
- Post a “testing” sign on your classroom door.
- Write your name, school name, and school code on the board.
- Be sure that all students have a comfortable and adequate work space.
- Monitor students’ handling of tests and Answer Booklets to keep the booklets in good condition.
- Administer makeup tests or tests for students who require accommodations, if you are assigned to do so.

AFTER TESTING:

- Code accommodation information on page 2, section 2, of each Answer Booklet, if applicable.
- Verify that an Answer Booklet was completed for every student in your class.
- Attach an explanatory note to each Answer Booklet that needs special handling and place this material at the top of the stack you are returning to your school test coordinator.
- Place the used Answer Booklets in the large white envelope labeled “For Return of Used Answer Documents.” **Do not seal this envelope.**
- Return all Test Booklets, the large white envelope containing used Answer Booklets and all other secure test materials to your system test coordinator on or before Thursday, March 25, 2010.

Structure and Format of the Test

The MontCAS Criterion-Referenced Test (CRT) is a comprehensive assessment covering a broad range of objectives in reading, mathematics, and science.

All students in grades 3–8 and 10 will take the reading and mathematics portions of the CRT. Students in grades 4, 8, and 10 will also take the science portion of the test. Each student will record answers to all portions of the test in a single Answer Booklet except grade 3 students, who will record their answers directly in their Test Booklets. Directions for administering tests are given in the *Test Administrator's Manual*. Students may underline words and/or use a highlighter in their Test Booklets. Scrap paper may be provided to students to assist them during testing. All scrap paper must be shredded after each test session.

The CRT includes:

- multiple-choice items, which require students to select the correct answer from four possible responses.
- short-answer items (mathematics test only), which require students to write out their answers.
- constructed-response items, which require students to write a brief (half-page) response or to show the solution to a problem. These items take approximately 5–10 minutes to answer.

About the Test

The CRT may be quite different from other standardized tests you have administered. These differences include the following:

- The reading selections may be longer than the selections in traditional tests.
- Short-answer items require students to generate their answer rather than choosing from several answers.
- The constructed-response items require students to generate and explain their answers.
- Some mathematics sessions refer to a “Mathematics Reference Sheet,” which is provided for each student and may include a punch-out ruler or protractor, and formulas that students may need to answer items. Mathematics Reference Sheets are not secure and may be used in the classroom after testing has been completed.
- Some mathematics test sessions are called “calculator” test sessions. The items in these test sessions assess students’ problem-solving skills. The computation burden for students will be reduced if calculators are used, permitting students to demonstrate their problem-solving skills more accurately. We recommend that students use calculators that are familiar to them (their own or class calculators). This will ensure that students are comfortable during the test and not burdened by unfamiliar calculator functions. Computation skills are assessed in “no-calculator” test sessions. For a schedule of calculator use, please see Appendix A on page 38.

Universal Test Design

The Criterion-Referenced Test (CRT) was developed and designed using the principles and concepts of “universal test design.” Universal test design ensures access to tests for all students by ensuring that test items assess the knowledge and skills in the most simple and straightforward manner possible, and the test format presents the items in the most uncomplicated way possible. The CRT is an untimed test, although there are suggested times and guidelines.

Test Security

Test coordinators and administrators are prohibited from disclosing the contents of CRT assessments. Under no circumstances should Test Booklets or marked Answer Booklets be circulated among faculty, administrators, or other persons.

Any concern about breaches of test security or noncompliance with test administration procedures must be reported immediately to the principal, system test coordinator, and state assessment director. All system test coordinators and school principals will receive *OPI Guidelines and Procedures for Test Security*. This OPI publication outlines reporting procedures and should be made available to system superintendents, principals, and test administrators.

Students to Be Tested

- **ALL** classroom students in grades 3–8 and 10 enrolled in accredited public and private Montana schools are required to participate.
- Students who are eligible for the alternate assessment are not excluded from testing; instead, they participate in the alternate assessment (CRT-Alternate.)
- Students who have been identified as having Limited English Proficiency (LEP) must take the CRT. For their first year in the United States, LEP students are required to participate only in the mathematics and science assessments, they are excluded from the reading assessment. First-year LEP students may take the reading assessment; however, their scores will not be included in the calculation of averages. First-year LEP students may instead take a language test selected by their school. Please send the results to Judy Snow, state assessment director, at OPI.
- Part-time students must be included in the CRT if they are enrolled in the district for 180 hours or more for the school year and if they have not reached the age of 19. Part-time students enrolled less than 180 hours in a mathematics course, a reading course, or a science course may participate in the CRT, but their scores will not be included in the calculation of averages.
- Home-schooled students may participate in the CRT at the request of a parent. Home-schooled students must be tested at a local school during the regular testing period; they may not be tested at home. Arrangements should be made through the county superintendent. For schools with home-schooled students participating in testing, the following are directions for completing their Answer Booklets:
 - Page 1: Complete the “Student Name”, “School Code”, “Form Number”, and “Birth Date” boxes.
 - Page 2: Complete Section 1, “Student not enrolled”.
 - Complete Section 2, if applicable.
- Students in private schools not accredited by the Montana Board of Public Education may participate in the CRT provided they are willing to comply with state assessment guidelines.

Page 1: Complete the “Student Name”, “School Code”, “Form Number”, and “Birth Date” boxes.

Page 2: Complete Section 3, “Student enrolled”.

- All suspended students are expected to participate and will be counted in district and school reports.

Students absent during testing Test administrators must keep a list of students absent during regularly scheduled test sessions. These students must be scheduled for makeup test sessions within the testing period (March 1–24). Students who are not administered makeup tests during the test administration window will receive a scaled score of 200 (novice) that will be included in school averages. An Answer Booklet must be completed for all students, including students who were absent during the entire testing window.

Large-print Large-print Test Booklets are enlarged editions (using 18-point font) of the CRT Test Booklets. Students may write directly in the large-print Test Booklets. Test administrators are *required* to transfer each student’s answers from the large-print Test Booklet to a Answer Booklet and **code accommodation #27** in the appropriate boxes on page 2 of the Answer Booklet. Not transferring answers will result in the lowest possible score (200/novice). Grade 3 students’ answers must be transferred to standard-sized Answer Booklets as well.

Braille Montana treats the Braille version of the CRT as a standard test accommodation. Test administrators are required to transfer each student’s answers from the Braille Test Booklet to a Answer Booklet and **code accommodation #26** in the appropriate boxes on page 2 of the Answer Booklet. Not transferring answers will result in the lowest possible score (200/novice).

Any student who is enrolled on the count date (March 9, 2010) in AIM, but for whom there is no Answer Booklet returned, will be assigned a novice score that will be included in the school’s average.

STUDENTS ELIGIBLE FOR REPORTING EXCLUSIONS

(from Calculation of Averages)

EXCLUDED FROM AVERAGES	REQUIRED TO PARTICIPATE	NOT REQUIRED TO PARTICIPATE
Foreign exchange students	Yes	
Students not enrolled in an accredited Montana school		Yes
Students enrolled in a private accredited school	Yes	
Students enrolled in a private non-accredited school		Yes
Students not in school entire academic year	Yes	
Students not in system entire academic year	Yes	
Students enrolled part-time (less than 180 hrs.) taking a mathematics, reading, or science course		Yes
First year LEP students may be excluded from the reading assessment only. If they do not participate in the CRT reading assessment, they may instead take a language test selected by their school. Results must be sent to Judy Snow, state assessment director. They must participate in the CRT mathematics and science tests.	Yes (mathematics and science tests only)	

Determining How Students Will Participate in the CRT or CRT-Alternate

All students with special needs participate in the CRT assessment program, either by taking the regular CRT or CRT-Alternate Assessment if they meet the eligibility criteria. Students with special needs and LEP students are often given test accommodations. All persons administering assessments to special education students should be familiar with the assessment guidelines that are part of each student's IEP and with the allowed state-assessment accommodations. Test accommodations are generally derived from a student's IEP. Any student may be given test accommodations as long as they parallel the accommodations routinely used for that student in daily instruction and assessments and do not invalidate the purpose of the test. An accommodation is considered routine if it is part of the student's classroom work and assessment three months prior to testing.

CRT-Alternate Assessment results are classified into the same four performance categories as regular CRT assessment results. This allows the results for alternately assessed students to be aggregated with the scores of other students for the performance classification of schools and districts under the No Child Left Behind Act.

OPI has established goals for the performance of children with challenging disabilities that are consistent, to the maximum extent appropriate, with the goals and standards for the performance of nondisabled children. Therefore, the CRT-Alternate Assessment is a performance-based test that is aligned with Montana's content standards and expanded benchmarks. The inclusion of students with disabilities in the assessment and accountability system is critical to ensure appropriate allocation of resources and learning opportunities for these students. The CRT-Alternate Assessment was designed for the less than one percent of the student population for whom traditional assessments, even with accommodations, would be an inappropriate measure of progress.

Completion of the CRT-Alternate Assessment

- ensures that students with significant challenges will be represented in school achievement data;
- provides multiple ways for IEP teams (including general and special education teachers, support services, families, and students) to measure progress on relevant student outcomes;
- encourages student choice and decision-making in learning as well as evaluation of student work;
- merges instructional and assessment activities; and
- builds support for meaningful participation in appropriate general education curriculum.

CRT Accommodations

The *2010 OPI Guidelines for Accommodations* and the accommodations training PowerPoint are included on the CRT Training CD provided to each system and school in the first shipment received in early February 2010 from Measured Progress. The Guidelines and PowerPoint are both online at: www.opi.mt.gov/Assessment/Phase2.html#Accom.

Standard Accommodations

Standard accommodations are available to all students on the basis of individual needs and regardless of disability status. Decisions regarding standard accommodations should be made by the student's educational team on an individual basis, consistent with either previous accommodation decisions for the student or current educational needs. All decisions regarding accommodations must be made on an individual basis. Making accommodations decisions on a group basis rather than on an individual basis is NOT permitted. Any accommodation(s) must be consistent with those used during the student's regular classroom instruction and assessment for at least three months prior to testing.

Nonstandard Accommodations

If a student uses an accommodation that results in an invalid score (i.e., a nonstandard accommodation), the student is considered a nonparticipant when calculating the participation rate for AYP purposes. In addition to the student being considered a nonparticipant, the student's score from the assessment is not included in calculating the proficiency rate for AYP.

- Nonstandard accommodations can be provided for a student with disabilities only if the accommodations are specified in the student's IEP.
- If a student is administered the test with a nonstandard accommodation in a specific content area (reading, mathematics, or science), the student will not be counted as a participant for AYP determinations in that content area. The nonstandard accommodation used must be coded in the appropriate boxes on page 2 of the Answer Booklet. The student's results for that content area (reading, mathematics, or science) will not be calculated in the averages for AYP determination.

The Individuals with Disabilities Education Act (IDEA) requires that all students participate in the statewide assessment. This requirement applies whether or not the student takes the test with a nonstandard accommodation.

Standard CRT Accommodations

(Code all that apply after testing)

SCHEDULING ACCOMMODATIONS
1. Change in Administration Time: Test is administered at a time of day or a day of the week based on student needs.
2. Session Duration: Test is administered in appropriate blocks of time for individual student needs, followed by rest breaks.
3. N/A
SETTING ACCOMMODATIONS
4.* Individual Administration: Test is administered in a one-to-one situation.
5.* Small Group Administration: Test is administered to a small group of students. Recommend no more than fifteen students unless accommodation 22 for which no more than five students should be in the small group administration.
6. Reduce Distracters: Student is seated at a carrel or other physical arrangement that reduces visual distractions.
7.* Alternative Setting: Test is administered to a student in a different setting.
8.* Change in Personnel: Test is administered by other personnel known to the student (e.g., LEP, Title I, special education teacher).
9. Home Setting: Test is administered to the student by school personnel in their home.
10.* Front Row Seating: Student is seated at the front of the classroom when taking the test.
11. N/A
EQUIPMENT ACCOMMODATIONS
12.** Magnification: Student used equipment to magnify test materials.
13.** Student (not groups of students) wears equipment to reduce environmental noises.
14.** Template: Student uses a template. An example is a piece of card stock that has a window cut out which enables the student to focus by isolating lines of text or items.
15.** Amplification: Student uses amplification equipment (e.g., hearing aid or auditory trainer) while taking test.

16.** Writing Tools: Student uses a typewriter or word processor (without activating spell check). After the student completes typing a constructed response, the test administrator transfers what the student typed into the appropriate space in the Answer Booklet word-for-word exactly as the student typed it. The student may review what the test administrator wrote and advise changes; however, the test administrator may not clarify, elaborate, or make any changes not initiated by the student.

NOTE: The answers must be directly transferred into the Answer Booklet with a number 2 pencil and **not** be on a separate piece of paper taped, glued, or stapled into the Answer Booklet.

17.** Voice Activation: Student speaks response into computer equipped with voice-activation software. After the student completes an answer, the test administrator transfers what the student said and for constructed response transfers word-for-word exactly what the student said into the appropriate space in the Answer Booklet. The student may review what the test administrator marked or wrote and advise changes; however, the test administrator may not clarify, elaborate, or make any changes not initiated by the student.

NOTE: The answers must be directly transferred into the Answer Booklet with a number 2 pencil and **not** be on a separate piece of paper taped, glued, or stapled into the Answer Booklet

18.* Bilingual Dictionary: Student uses a bilingual dictionary. (Note: Bilingual dictionary could include a simplified English dictionary or glossary, subject area vocabulary list).

RECORDING ACCOMMODATIONS

19.** Dictation: Student dictates answers to a test administrator who records them in the Answer Booklet. After the student completes dictating answers and/or a constructed response, the test administrator transfers what the student dictated and for constructed responses writes what the student dictated into the appropriate space in the Answer Booklet word-for-word exactly as the student dictated it. The student may review what is bubbled or written; however, the test administrator may not clarify, elaborate, or make any changes not initiated by the student.

NOTE: The answer must be directly transferred into the Answer Booklet with a number 2 pencil and not be on a separate piece of paper taped, glued, or stapled into the Answer Booklet.

20.** Writing Tools: Student marks or writes answers with the assistance of a technology device or special equipment. After the student completes an answer, the test administrator transfers what the student completed with a technology device or special equipment and for constructed response transfers word-for-word exactly what the student completed into the appropriate space in the Answer Booklet. The student may review what the test administrator marked or wrote and advise changes; however, the test administrator may not clarify, elaborate, or make any changes not initiated by the student.

NOTE: The answers must be directly transferred into the Answer Booklet with a number 2 pencil and not be on a separate piece of paper taped, glued, or stapled into the Answer Booklet.

21.** Assistive Technology: Another form of assistive technology routinely used by the student (that does not change the intent or content of the test) was used by the student (not groups of students).

MODALITY ACCOMMODATIONS

22.**Oral Presentation:

Math and Science: The test administrator must read the test items and answer choices word-for-word. Before reading aloud, the test administrator should advise students that each item and answer choice will be read aloud in exactly the order as presented. Students should also be advised that items, including answer choices, will be repeated at the end of a session in case the students wish to review/check their work.

Reading: Only the questions and answer choices may be read aloud to the student. It is advised that the questions be read aloud to the student before she/he reads each passage. After the student has read the passage, the test administrator must read the questions and answer choices word-for-word one at a time in exactly the order as presented. Once the student has had the opportunity to return to the passage, if needed, and answer the question, the test administrator should continue the process with the next question and answer choices. Once the student has had the opportunity to answer all the questions, the test administrator may repeat all the questions and answer choices, one question at a time, so the student can review her/his answers. The reading passage must not be read aloud to a student, and a student cannot request or be given help in reading or pronouncing any part of the passage.

Cautions about oral presentation:

- This accommodation should be a low-incidence accommodation. Please consider the following to determine the appropriateness of this accommodation for each student.
 - Assessment results are available to support the determination that the student's disability precludes or severely limits the student's ability to gain meaning from written language.
 - There is documentation of remedial reading services and/or special education and supplementary aids and services.
 - Through classroom assessment, it has been determined and documented that the student benefits from oral presentation as her/his way of learning. This accommodation could be applicable for LEP students whose oral/aural proficiencies (listening and speaking) significantly exceed their English reading and writing skills, i.e. the student recognizes a word when spoken, but not written.
- Oral presentation should be limited to small groups of students, three to five students.
- In advance of the test sessions, students should be advised to follow along with the text as it is being read.

23.**Test Interpretation: Tests, including directions, are interpreted for students who are deaf or hearing-impaired (with the exception of interpreting the reading test).

24.* Test Directions with Verification: An administrator gives test directions with verification (by using a highlighter) so that student understands them.

25.* Test Directions Support: An administrator assists student in understanding test directions, including giving directions in native language.

26.** Braille: Braille version of the test was used by the student.

27. Large Print: A large print version of the test is used by student.
28. Other: With verification from OPI in advance of the testing window, some other approved accommodation is used by student.

* Accommodations suggested as appropriate for Limited English Proficient (LEP) students.

** Most appropriate for use with students who have an IEP or 504 plan. Remember, the accommodations used must be listed in the student's IEP or 504 plan. In unusual circumstances, a student without an IEP or 504 plan may require an accommodation keyed with **. Please contact the state assessment director for questions about students without IEPs or 504 plans and these accommodations.

REMINDERS:

- There is no standard accommodation (including oral presentation) that provides an opportunity for a student to request or receive help on a specific word, phrase, line, pronunciation, definition, item, question, answer choice or any part of the assessment.
- Standard accommodations do not override standard administration of the CRT or the need for independent work by the students.

* Accommodation suggested as appropriate for Limited English Proficient (LEP) students

Nonstandard CRT Accommodations

Nonstandard accommodations are changes in the way testing is presented or in the way a student responds to test questions that may alter what the test measures. Teams should exercise caution in considering whether a student requires a nonstandard accommodation. Nonstandard accommodations are available only for students with IEP/504 plans.

- A student using a nonstandard accommodation will not be counted as a participant and the student's results for the content area test **will not** be calculated in averages for AYP. Test administrators will code the nonstandard accommodation on page 2 of the student's Answer Booklet.

The following is a partial listing, by example, of methods of administration that would be considered nonstandard.

NONSTANDARD ACCOMMODATIONS
29. Reading: Reading passages are read aloud to student, or student uses text-reader software for reading passages. A student for which this type of nonstandard accommodation might be used would be a student with a learning disability in reading who, without the text being read, could not participate in this portion of the test.
30. Mathematics: Student uses a calculator, number chart, arithmetic table, or manipulative on the no calculator sections of the mathematics test. A student for which this type of nonstandard accommodation might be used would be a student with a learning disability in mathematics who, without the use of a calculator, would not be able to perform any mathematics calculations or functions.
31. Other–Reading: With verification from OPI in advance of the testing window, some other approved accommodation is used by student.
32. Other–Mathematics: With verification from OPI in advance of the testing window, some other approved accommodation is used by student.
33. Other–Science: With verification from OPI in advance of the testing window, some other approved accommodation is used by student.

* Accommodations suggested as appropriate for Limited English Proficient (LEP) students.

** Most appropriate for use with students who have an IEP or 504 plan. Remember, the accommodations used must be listed in the student's IEP or 504 plan. In unusual circumstances, a student without an IEP or 504 plan may require an accommodation keyed with **. Please contact the state assessment director for questions about students without IEPs or 504 plans and these accommodations.

REMINDERS:

- There is no standard accommodation (including oral presentation) that provides an opportunity for a student to request or receive help on a specific word, phrase, line, pronunciation, definition, item, question, answer choice or any part of the assessment.
- Standard accommodations do not override standard administration of the CRT or the need for independent work by the students.

Instructions for Test Administrators

Before Testing

As test administrator, you will help ensure that testing proceeds smoothly and materials are properly accounted for. All test administrators must follow the instructions given in this manual to ensure the quality of assessment data.

All test items and responses in the CRT are secure material and may not be copied, duplicated, or retained in the school after testing is completed. To protect the security of the test, all test administrators must carefully follow the instructions in this manual for administering the test and handling the materials before, during, and after the testing process.

Scheduling Test Sessions

The test must be given to students between March 1 and March 24. Schedule the testing in your school early enough during this period to allow time for makeup testing, if needed. You must also schedule testing for any students who require test accommodations that cannot be made during regular test sessions. All testing, including makeup sessions, must be completed no later than Wednesday, March 24, 2010.

The CRT is intended to be a measure of student proficiency rather than speed; therefore, suggested times should not be strictly enforced. Students should be allowed to continue as long as they are working productively. The chart on the next page reflects time ranges most students should need to complete the assessment. If a student needs additional time beyond the suggested time range, move the student to a predesignated area. Schools should set aside a separate classroom space on testing days to continue testing students who need more than the scheduled time per session to finish their work.

Announce ahead of time, not during testing, that students who complete a test session early may go back and check their work in that session of the test only or close their Test Booklets and sit quietly. Students may not work on any other session of the test. Since some students will finish early, it is important for them to be quietly occupied until the end of the test session. The test sessions and suggested time to complete each session are shown in the chart on the next page. For details about calculator use, please see Appendix A on page 38.

Suggested Testing Schedules and Session Lengths

GRADES 3-8: READING	
Day 1	Time Range (in minutes)
General Instructions	5–10
Session 1	45–55
Day 2	
Session 2	45–55
Break	
Session 3	45–55

GRADES 3-8: MATHEMATICS	
Day 1	Time Range (in minutes)
Session 1	45–55
Day 2	
Session 2	45–55
Break	
Session 3	45–55

GRADES 4, 8, & 10: SCIENCE	
Day 1	Time Range (in minutes)
Session 1	45–50
Day 2	
Session 2	45–50
Break	
Session 3	45–50

GRADE 10: READING	
Day 1	Time Range (in minutes)
General Instructions	5–10
Session 1	50–60
Day 2	
Session 2	50–60
Break	
Session 3	50–60

GRADE 10: MATHEMATICS	
Day 1	Time Range (in minutes)
Session 1	50–60
Day 2	
Session 2	50–60
Break	
Session 3	50–60

Guidelines on Test Administration

- For scheduling purposes, each session must be treated as an intact unit. That is, once students start a session of the test, they must finish it within the session block; under no circumstances may they go back to complete or revise an earlier session or forward to view or begin another session.
- Suggested total testing time is approximately 5 hours (7 hours and 30 minutes with science for grades 4, 8 and 10). Scheduling different test sessions over the course of at least three or four days is advised to minimize student fatigue and allow students to do their best work on the test. Test sessions may be scheduled to fit the overall school schedule.
- The CRT is an untimed test. The suggested schedule reflects the time needed by most students to complete the test. A student who is working productively without experiencing undue fatigue or frustrations may be allowed more time to complete the test. Extra time is not a standard accommodation.
- It is suggested that sessions be given in the order presented in the Test Booklet. However, a school may choose to alternate reading, mathematics, and science as long as sessions 1, 2, and 3 are completed in order within each content area.
- The test should not be administered to several classes of students grouped in one large room, such as a cafeteria or an auditorium. The test is designed to assess a wide range of student abilities and to provide information to schools and districts about student performance. All students should be tested in surroundings that will provide them with the opportunity to do their best work on the assessment. In schools where students in several classes are being tested, each classroom of students should take the same test session simultaneously to ensure test security.
- Testing schedules should be arranged so students do not become fatigued, especially for third- and fourth-grade students. OPI recommends that these students not be tested any longer than two hours without an hour break in any one day. We recognize that this might not be possible or even the most convenient schedule for your students, but we urge you to space sessions appropriately.
- Be sure that the test administration sessions do not conflict with regularly scheduled daily activities such as recess, snack breaks, and lunch. Sufficient time should be allowed for continuous administration of each test part.

Student Test Materials

In addition to this manual, you will receive a set of student test materials for the group of students you will be testing. A complete set of materials for each student includes the following:

- Test Booklet (grade 3 Test Booklet includes the Answer Booklet)
- Answer Booklet (except for grade 3)
- Student barcode label (place barcode label in the appropriate location on the front cover of the Answer Booklet before the first test session)
- Mathematics Reference Sheet

In the class packs, there are four different forms of the Test Booklet. It is important to remember that the different forms of the booklets have been mixed in the class packs for random distribution to students. Do not change the order of any forms.

Summary of Barcode and Coding Information

Participants in the CRT and CRT-Alternate include the following types of schools:

- public schools
- treatment centers that are under contract with the Office of Public Instruction
- private accredited schools
- private non-accredited schools
- schools that test students who are not enrolled, such as home-schooled students

The tables on pages 19 and 20 provide specific information about barcode labels and coding for each school type.

If a student was absent for all test sessions, test administrators or designated staff must place the student's barcode label on the front cover of an otherwise blank Answer Booklet and return it with all of the other completed Answer Booklets.

If a student participated in the CRT-Alternate, test administrators or designated school staff must verify that the student's barcode label was correctly placed on the front cover of the Test Booklet and student scores are transferred to the Answer Booklet.

During Testing

During testing, the test administrator's primary responsibility is to:

- Encourage students to take the task seriously and to do their best on the tests;
- Give clear directions to students; and
- Monitor student performance to see that directions are followed.

Your school test coordinator will notify you about students who are excluded from all or parts of the test and about students who will take the test using accommodations. Students normally requiring accommodations for testing should be tested and the appropriate accommodations should be followed. Unless approved as an accommodation, you should not aid any student in reading, answering, or understanding the test questions, or help them in any way. Using the 2010 test materials prior to testing to familiarize students with test-taking strategies is a violation of test security.

Circumstances over which you have no control (fire drills or power failures, for example) may disturb the students. If an interruption occurs during testing, ask students to pass their Test Booklets in to you, if possible. Please report unforeseen interruptions to OPI. When normal conditions are restored, redistribute the testing materials to students and resume testing. Interruptions should not reduce the total amount of time students are given to complete the test session.

	Public	Residential Treatment Facilities	Private Accredited Schools	Private Non-Accredited Schools	Home-schooled Students
	All students need either a barcode label or a state student ID on their Answer Booklets.	All students need either a barcode label or a state student ID on their Answer Booklets.	All students need either a barcode label or a state student ID on their Answer Booklets.	Students need complete coding.	Students need complete coding.
Students with barcode labels	Barcode information is provided to Measured Progress by the OPI AIM system as of 2/2/2010. All students enrolled during the January assessment registration should have a barcode label.	Barcode information is provided to Measured Progress by the OPI AIM system as of 2/2/2010. All students enrolled during the January assessment registration should have a barcode label.	Barcode information is provided to Measured Progress by the OPI AIM system as of 2/2/2010. All students enrolled during the January assessment registration should have a barcode label.	N/A	N/A
New students/students without barcode labels	If a student <u>does not</u> have a barcode label and is enrolled in a public or private accredited school, please contact your school's AIM specialist who will provide you with a 9 digit state student ID number. Once you have the state student ID, bubble the student name and ID number in the appropriate boxes on page 1 of the Answer Booklet. All students enrolled in a public or non-public accredited school in Montana must have a state student ID number on the used Answer Booklet returned to Measured Progress. Only code the "state student ID" box if you do not have a student barcode label.	Request state student ID from previous school. If a student does not have a barcode label and is enrolled in a public school, please contact your school's AIM specialist who will provide you with a state student ID number. Once you have the state student ID, bubble the student name and ID number in the appropriate boxes on page 1 of the student's Answer Booklet. Only code the "state student ID" box if you do not have a student barcode label.	If a student <u>does not</u> have a barcode label and is enrolled in a public or private accredited school, please contact your school's AIM specialist who will provide you with a 9 digit state student ID number. Once you have the state student ID, bubble the student name and ID number in the appropriate boxes on page 1 of the Answer Booklet. All students enrolled in a public or non-public accredited school in Montana must have a state student ID number on the used Answer Booklet returned to Measured Progress. Only code the "state student ID" box if you do not have a student barcode label.	N/A	N/A

	Public	Residential Treatment Facilities	Private Accredited Schools	Private Non-accredited Schools	Home-schooled Students
How to complete the SRB	<p>Before testing, page 1 Affix student barcode label or, if there is no barcode label, bubble the student name and state student ID box on page 1</p> <p>During testing, page 1 All students will code the “Form” box during testing, with the exception of grade 3 students. Students will write their teacher’s name in the appropriate box.</p> <p>After testing, page 2 Complete sections 1 and 2, if applicable.</p>	<p>Before testing, page 1 Affix student barcode label or if there is no barcode label, bubble the state student ID in the box on page 1.</p> <p>During testing, page 1 All students will code the “Form” box during testing with the exception of grade 3. Students will write their teacher’s name in the appropriate box.</p> <p>After testing, page 2 Complete sections 1 and 2, if applicable.</p>	<p>Before testing, page 1 Affix student barcode label or if there is no barcode label, bubble the state student ID in the box on Page 1.</p> <p>During testing, page 1 All students will code the “Form” box during testing with the exception of grade 3. Students will write their teacher’s name in the appropriate box.</p> <p>After testing, page 2 Complete sections 1 and 2, if applicable.</p>	<p>Before testing, page 1 Complete “Student Name”, “School Code”, and “Birth Date” boxes.</p> <p>During testing, page 1 Students will write their teacher’s name in the appropriate box and code the “Form” box, with the exception of grade 3.</p> <p>After testing, page 2 Completing section 3 information is <u>optional</u>.</p>	<p>Before testing, page 1 Complete “Student Name”, “School Code”, “Local Student ID” and “Birth Date” boxes.</p> <p>During testing, page 1 Students will write their teacher’s name in the appropriate box, and code the “Form” box, with the exception of grade 3.</p> <p>After testing, page 2 Completing section 1 is required. Complete section 2, if applicable. Completing Section 3 is <u>optional</u>.</p>
Students no longer enrolled	Affix student barcode label to “Voided and Unused Barcode Label” form. Loosely place form(s) with used answer document envelopes in the “Return of Used Answer Document” boxes for return to Measured Progress.	Affix student barcode label to “Voided and Unused Barcode Label” form. Loosely place form(s) with used answer document envelopes in the “Return of Used Answer Document” boxes for return to Measured Progress.	Affix student barcode label to “Voided and Unused Barcode Label” form. Loosely place form(s) with used answer document envelopes in the “Return of Used Answer Document” boxes for return to Measured Progress.	N/A	N/A

Administration Instructions and Scripts

The following pages detail the procedures to be followed for each test session. Please review the step-by-step directions before beginning each part of the test. As you review the directions, familiarize yourself with the appropriate sections of a Test Booklet. Directions to the students should only take a few minutes so that most of their time is spent answering the test questions. There is a practice question before each content.

To ensure consistent and accurate test administration, a “script” for each session (material to be read aloud to students) is provided in bold print. Directions to you within the scripts are in parentheses. Additional directions for you are printed as regular text. Please be aware that within the scripts there is grade-specific information. Only read the information that pertains to the grade you are administering the test to.

General Instruction Session to Verify and Complete Student Information

Materials Needed: Test Booklets, Answer Booklets (barcode labels should have been previously placed on each Answer Booklet) and #2 Pencils (highlighters are permitted but optional).

Mathematics Reference Sheets will be used during the mathematics test sessions; therefore, please set them aside during reading and science test sessions.

NOTE: It is suggested that the following information be posted in the testing area before testing begins and should remain posted during all test sessions.

- Teacher Name
- Keep working until you reach the stop sign for the session, located on the bottom-right corner of the page. Do not go beyond the stop sign for the session.
- When you finish the test session, you may check your work in that test session only.
- For constructed-response questions, make sure your work fits in the space provided.
- Mark the answer to each multiple choice question by filling in the correct bubble on your Answer Booklet. (Grade 3 students will mark their answers directly in their Test Booklets.)

Please distribute the Test Booklets to the students. Test administrators should have placed barcode labels on each Answer Booklet before the start of this session. Students will be asked to verify that the name printed on the barcode label is correct.

Read aloud to students in grades 3–8 and 10:

During the next few days, you will be taking tests in reading, mathematics, (and science in grades 4, 8 and 10). These tests will not affect your grades in school. You may not be able to answer every question, but you should take them seriously and give your best effort because the decisions we make based on these tests will affect you and all students. During all of the test sessions, you must use a #2 pencil to write and mark your answers. If you do not have a #2 pencil, please raise your hand. (Supply a #2 pencil to students who need one.) During the test you may highlight or underline text in the Test Booklet. Highlighters may not be used in the Answer Booklet. (Grade 3 - Highlighters may not be used in the areas students record their answers.)

First verify that the Answer Booklet you have received is correct. Please look at the barcode label located on the right side of the front cover. It should have your name on it. Please verify that your name is on the label. (Pause.)

Now you will fill out some identification information in the right, upper corner of your Answer Booklet just below the picture. (Hold up a Answer Booklet to demonstrate.) On the cover of the Answer Booklet, please print my name, as it is written on the board, on the line that says “Teacher Name.” (Pause.)

Read the following paragraph aloud to students in grades 4–8 and 10:

Directly underneath teacher name you will see Box F, “Form.” Fill out the form number section by bubbling in the number of your test form. Can everyone locate your form number? It is located on the front cover of your test booklet, in the center, directly underneath the word “Grade.” Does anyone need help? (Before moving on, walk around the room to verify that the form numbers have been correctly coded on each Student’s Response Booklet.)

Thank you for completing this information. We will now begin test session 1.

Read aloud to students in grades 3, 5, 6 and 7:

“This test contains six sessions; three in reading and three in mathematics. The sessions are made up of multiple-choice questions and questions for which you must show your work or explain your answers. Write your answers to all of the questions in your Answer Booklet (*directly in the test booklet in grade 3*).

Read aloud to students in grades 4, 8 and 10:

“This test contains nine sessions; three in reading, three in mathematics, and three in science. The sessions are made up of multiple-choice questions and questions for which you must show your work or write out your answers. Write your answers to all of the questions in your Answer Booklet (*directly in the test booklet in grade 3*).

Are there any questions? (Answer any questions the students may have.) Please turn to the page in your Test Booklet that says “Reading Directions.”

Reading Directions (Grade 3)

Read aloud to students in grade 3:

This Reading test contains three test sessions. Use a pencil to mark or write your answers in the Test Booklet

This test includes two types of questions: multiple-choice and constructed-response questions.

For the multiple-choice questions, you will be given four answer choices - A, B, C and D. You are to choose the correct answer from the four choices. Each question has only one answer. After you have chosen the correct answer to a question, completely fill in the circle in the Test Booklet for the answer you chose. The example below shows how to completely fill in the circle.

CORRECT MARK	INCORRECT MARKS
<input checked="" type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>

If you decide to change your answer to a question, erase the wrong mark completely before filling in the circle of the new answer. Be sure you only have one answer marked for each question. If two circles are bubbled in for the same question, that question will be scored as incorrect.

If you are having difficulty answering a question, skip the question and come back to it later. Make sure you skip the circle for the question in your Test Booklet.

For the other types of questions in the Test Booklet, you will be asked to write your answers to these questions in the box provided. Read the question carefully. If a question asks you to explain your answer or to show your work, be sure to do so.

You may make notes or use highlighters in your Test Booklet. Do not make any stray or unnecessary marks on the green bubbles in your Test Booklet.

Let's work through a sample question together to be sure you understand the directions.

Sample Question

1. What is the capital of Montana?
 - A. Browning
 - B. Glendive
 - C. Helena
 - D. Missoula

Reading Directions (Grades 4–8 And 10)

Read aloud to students in grades 4–8 and 10:

This Reading test contains three test sessions. Mark or write your answers in the Answer Booklet. Use a pencil to mark or write your answers.

This test includes two types of questions: multiple-choice and constructed-response questions.

For the multiple-choice questions, you will be given four answer choices - A, B, C and D. You are to choose the correct answer from the four choices. Each question has only one answer. After you have chosen the correct answer to a question, find the question number in your Answer Booklet and completely fill in the circle for the answer you chose. Be sure the question number in the Answer Booklet matches the question number in the Test Booklet. The example below shows how to completely fill in the circle.

CORRECT MARK	INCORRECT MARKS
<input checked="" type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>

If you decide to change your answer to a question, erase the wrong mark completely before filling in the circle of the new answer. Be sure you only have one answer marked for each question. If two circles are bubbled in for the same question, that question will be scored as incorrect.

If you are having difficulty answering a question, skip the question and come back to it later. Make sure you skip the circle for the question in your Answer Booklet.

For the other types of questions in the Test Booklet, you will be asked to write your answers to these questions in the box provided. Read the question carefully. If a question asks you to explain your answer or to show your work, be sure to do so.

You may make notes or use highlighters in your Test Booklet, but you must bubble or write your final answers in your Answer Booklet. Do not make any stray or unnecessary marks in your Answer Booklet.

Let's work through a sample question together to be sure you understand the directions.

Sample Question

1. What is the capital of Montana?
 - A. Browning
 - B. Glendive
 - C. Helena
 - D. Missoula

Reading – Session 1 (Grades 3–8 and 10)

Materials Needed: Test Booklets, Answer Booklets, and #2 pencils

Read aloud to students in grades 3-8 and 10:

In your Test Booklet, turn to the section that says “Reading – Session 1.” (Pause.)

For this session, the school has scheduled an appropriate amount of time during which your progress will be monitored. You will be told when the regular testing period is about to end. At the end of this session, please stop at the stop sign located at the bottom right corner of your Test Booklet. As long as you are working productively, you will be given time to finish the test.

If you finish this session early, you may go back and check your answers in this part only. You may not go forward or back to look at other sessions. Are there any questions? You may begin.

Circulate from time to time during the session. Since this is not a timed test, students who are not finished after the allotted time range may be relocated to a predetermined location within the school.

Once the test session has ended, say to the students:

The testing period has now ended. Please put your pencil down, insert your Answer Booklet into your Test Booklet, and close your Test Booklet. For those who need additional time, please raise your hand.

For grade 3 say:

The testing period has now ended. Please put your pencil down and close your Test Booklet. For those who need additional time, please raise your hand.

Collect all test materials and store them in a secure place until the next scheduled part of the test.

Reading – Session 2 (Grades 3–8 and 10)

Materials Needed: Test Booklets, Answer Booklets, and #2 pencils

If the Test Booklets and Answer Booklets were collected after the last test session, return them to the students. Each student must have his or her original test materials. Distribute #2 pencils to students who need them.

Read aloud to students in grades 3–8 and 10:

In your Test Booklet, turn to the session that says “Reading – Session 2.” (Pause.)

For this session, the school has scheduled an appropriate amount of time during which your progress will be monitored. You will be told when the regular testing period is about to end. At the end of this session, please stop at the stop sign located at the bottom right corner of your Test Booklet. As long as you are working productively, you will be given time to finish the test.

If you finish this session early, you may go back and check your answers in this part only. You may not go forward or back to look at other sessions. Are there any questions? (Answer any questions the students may have). You may begin.

Circulate from time to time during the session. Since this is not a timed test, students who are not finished after the allotted time range, may be relocated to a predetermined location within the school.

Once the test session has ended, say to the students:

The testing period has now ended. Please put your pencil down, insert your Answer Booklet into your Test Booklet, and close your Test Booklet. For those who need additional time, please raise your hand.

For grade 3 say:

The testing period has now ended. Please put your pencil down and close your Test Booklet. For those who need additional time, please raise your hand.

Collect all test materials and store them in a secure place until the next scheduled part of the test.

Reading – Session 3 (Grades 3–8 and 10)

Materials Needed: Test Booklets, Answer Booklets, and #2 pencils

If the Test Booklets and Answer Booklets were collected after the last test session, return them to the students. Each student must have his or her original test materials. Distribute #2 pencils to students who need them.

Read aloud to the students in grades 3–8 and 10:

In your Test Booklet, turn to the session that says “Reading – Session 3.” (Pause.)

For this session, the school has scheduled an appropriate amount of time during which your progress will be monitored. You will be told when the regular testing period is about to end. At the end of this session, please stop at the stop sign located at the bottom right corner of your Test Booklet. As long as you are working productively, you will be given time to finish the test.

If you finish this session early, you may go back and check your answers in this part only. You may not go forward or back to look at other sessions. Are there any questions? (Answer any questions the students may have). You may begin.

Circulate from time to time during the session. Since this is not a timed test, students who are not finished after the allotted time range may be relocated to a predetermined location within the school.

Once the test session has ended, say to the students:

The testing period has now ended. Please put your pencil down, insert your Answer Booklet into your Test Booklet, and close your Test Booklet. For those who need additional time, please raise your hand.

For grade 3 say:

The testing period has now ended. Please put your pencil down and close your Test Booklet. For those who need additional time, please raise your hand.

Collect all test materials and store them in a secure place until the next scheduled part of the test.

Mathematics Directions (Grade 3)

Read aloud to students in grade 3:

Please turn to the page in your Test Booklet that says “Mathematics Directions.”

The mathematics test contains three test sessions. Use a pencil to mark or write your answers in your Test Booklet.

This test includes three types of questions: multiple-choice, short-answer, and constructed-response questions.

For the multiple-choice questions, you will be given four answer choices - A, B, C and D. You are to choose the correct answer from the four choices. Each question has only one answer. After you have chosen the correct answer to a question, completely fill in the circle in the Test Booklet for the answer you chose. The example below shows how to completely fill in the circle.

CORRECT MARK	INCORRECT MARKS
<input checked="" type="radio"/>	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>

If you decide to change your answer to a question, erase the wrong mark completely before filling in the circle of the new answer. Be sure you only have one answer marked for each question. If two circles are bubbled in for the same question, that question will be scored as incorrect.

If you are having difficulty answering a question, skip the question and come back to it later. Make sure you skip the circle for the question in your Test Booklet.

For the other types of questions in the Test Booklet, you will be asked to write your answers to these questions in the box provided. Read the question carefully. If a question asks you to explain your answer or to show your work, be sure to do so.

You may make notes or use highlighters in your Test Booklet. Do not make any stray or unnecessary marks on the green bubbles in your answer booklet.

Let’s work through a sample question together to be sure you understand the directions.

Sample Question

1. What is the capital of Montana?

- A. Browning
- B. Glendive
- C. Helena
- D. Missoula

Mathematics Directions (Grades 4–8 and 10)

Read aloud to students in grades 4–8 and 10:

Please turn to the page in your Test Booklet that says “Mathematics Directions.”

The mathematics test contains three test sessions. Mark or write your answers in the Answer Booklet. Use a pencil to mark or write your answers.

This test includes three types of questions: multiple-choice, short-answer, and constructed-response questions.

For the multiple-choice questions, you will be given four answer choices - A, B, C and D. You are to choose the correct answer from the four choices. Each question has only one answer. After you have chosen the correct answer to a question, find the question number in your Answer Booklet and completely fill in the circle for the answer you chose. Be sure the question number in the Answer Booklet matches the question number in the Test Booklet. The example below shows how to completely fill in the circle.

CORRECT MARK	INCORRECT MARKS
<input checked="" type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>

If you decide to change your answer to a question, erase the wrong mark completely before filling in the circle of the new answer. Be sure you only have one answer marked for each question. If two circles are bubbled in for the same question, that question will be scored as incorrect.

If you are having difficulty answering a question, skip the question and come back to it later. Make sure you skip the circle for the question in your Answer Booklet.

For the other types of questions in the Test Booklet, you will be asked to write your answers to these questions in the box provided. Read the question carefully. If a question asks you to explain your answer or to show your work, be sure to do so.

You may make notes or use highlighters in your Test Booklet, but you must bubble or write your final answers in your Answer Booklet. Do not make any stray or unnecessary marks in your answer booklet.

Let’s work through a sample question together to be sure you understand the directions.

Sample Question

1. What is the capital of Montana?

- A. Browning
- B. Glendive
- C. Helena
- D. Missoula

Mathematics – Session 1 (Grades 3–8 and 10)

Note: Calculators are NOT allowed in this session of the test.

Materials Needed: Test Booklets, Mathematics Reference Sheets, and #2 pencils

If the Test Booklets, Answer Booklets, and reference materials were collected after the last test session, return them to the students. Each student must have his or her original test materials. Distribute the Mathematics Reference Sheets and #2 pencils to students who need them.

Read aloud to students in grades 3–8 and 10:

Please open your Test Booklets to the page that says “Mathematics – Session 1” at the top of the page. (Pause.) Now, please take a moment to punch out any items, such as rulers and protractors, on the Mathematics Reference Sheet if necessary. (Pause, allow students time to punch out the items on the Mathematics Reference Sheet.)

For this session, the school has scheduled an appropriate amount of time during which your progress will be monitored. You will be told when the regular testing period is about to end. At the end of this session, please stop at the stop sign located at the bottom right corner of your Test Booklet. As long as you are working productively, you will be given time to finish the test.

You may use your Mathematics Reference Sheet to help you answer questions in this session. Choose the best answer for each multiple-choice question and fill in the bubble in your Answer Booklet that corresponds to your answer choice. Write your answers to the short-answer questions in the space provided. Be sure to answer all parts of each constructed-response question and label your answers to each part (a, b, c, etc.) if the question requires it.

If you finish this session early, you may go back and check your answers in this part only. You may not go forward or back to look at other sessions. Are there any questions? (Answer any questions the students may have.) You may begin.

Circulate from time to time during the session. Since this is not a timed test, students who are not finished after the allotted time range may be relocated to a predetermined location within the school.

Once the test session has ended, say to the students:

The testing period has now ended. Please put your pencil down, insert your Mathematics Reference Sheet, any punched out materials and your Answer Booklet into your Test Booklet, and close your Test Booklet. For those who need additional time, please raise your hand.

For grade 3 say:

The testing period has now ended. Please put your pencil down and close your Test Booklet. For those who need additional time, please raise your hand.

Collect all test materials and store them in a secure place until the next scheduled part of the test.

Mathematics – Session 2 (Grades 3, 4 and 5)

Note: Calculators are NOT allowed in this session of the test.

Materials Needed: Test Booklets, Mathematics Reference Sheets, and #2 pencils

If the Test Booklets, Answer Booklets and reference materials were collected after the last test session, return them to the students. Each student must have his or her original test materials. Distribute #2 pencils to students who need them.

Read aloud to students in grades 3, 4 and 5:

Please open your Test Booklets to the page that says “Mathematics – Session 2” at the top of the page. (Pause.)

For this session, the school has scheduled an appropriate amount of time during which your progress will be monitored. You will be told when the regular testing period is about to end. At the end of this session, please stop at the stop sign located at the bottom right corner of your Test Booklet. As long as you are working productively, you will be given time to finish the test.

You may use your Mathematics Reference Sheet to help you answer questions in this session. Choose the best answer for each multiple-choice question and fill in the bubble in your Answer Booklet that corresponds to your answer choice. Write your answers to the short answer questions in the space provided. Be sure to answer all parts of each constructed response question and label your answers to each part (a, b, c, etc.) if the question requires it.

If you finish this session early, you may go back and check your answers in this part only. You may not go forward or back to look at other sessions. Are there any questions? (Answer any questions the students may have.) You may begin.

Circulate from time to time during the session. Since this is not a timed test, students who are not finished after the allotted time range may be relocated to a predetermined location within the school.

Once the test session has ended, say to the students:

The testing period has now ended. Please put your pencil down, insert your Mathematics Reference Sheet, any punched out materials, and your Answer Booklet into your Test Booklet, and close your Test Booklet. For those who need additional time, please raise your hand.

For grade 3 say:

The testing period has now ended. Please put your pencil down and close your Test Booklet. For those who need additional time, please raise your hand.

Collect all test materials and store them in a secure place until the next scheduled part of the test.

Mathematics – Session 2 (Grades 6–8 and 10)

Note: Calculators ARE allowed in this session of the test.

Materials Needed: Test Booklets, Mathematics Reference Sheets, calculators and #2 pencils

If the Test Booklets, Answer Booklets and reference materials were collected after the last test session, return them to the students. Each student must have his or her original test materials. Distribute calculators and #2 pencils to students who need them.

Read aloud to students in grades 6, 7, 8 and 10:

Please open your Test Booklets to the page that says “Mathematics – Session 2” at the top of the page. (Pause.)

For this session, the school has scheduled an appropriate amount of time during which your progress will be monitored. You will be told when the regular testing period is about to end. At the end of this session, please stop at the stop sign located at the bottom right corner of your Test Booklet. As long as you are working productively, you will be given time to finish the test.

You may use your Mathematics Reference Sheet and calculator to help you answer questions in this session. Choose the best answer for each multiple-choice question and fill in the bubble that corresponds to your answer choice. Write your answers to the short-answer questions in the space provided. Be sure to answer all parts of each constructed-response question and label your answers to each part (a, b, c, etc.) if the question requires it.

If you finish this session early, you may go back and check your answers in this part only. You may not go forward or back to look at other sessions. Are there any questions? (Answer any questions the students may have.) You may begin.

Circulate from time to time during the session. Since this is not a timed test, students who are not finished after the allotted time range may be relocated to a predetermined location within the school.

Once the test session has ended, say to the students:

The testing period has now ended. Please put your pencil down, insert your Mathematics Reference Sheet, any punched out materials, and your Answer Booklet into your Test Booklet, and close your Test Booklet. For those who need additional time, please raise your hand.

For grade 3 say:

The testing period has now ended. Please put your pencil down and close your Test Booklet. For those who need additional time, please raise your hand.

Collect all test materials and store them in a secure place until the next scheduled part of the test.

Mathematics – Session 3 (Grades 3–8 and 10)

Note: Calculators ARE allowed in this session of the test.

Materials Needed: Test Booklets, Mathematics Reference Sheets, calculators and #2 pencils

If the Test Booklets, Answer Booklets and reference materials were collected after the last test session, return them to the students. Each student must have his or her original test materials. Distribute calculators and #2 pencils to students who need them.

Read aloud to students in grades 3–8 and 10:

Please open your Test Booklets to the page that says “Mathematics Session 3” at the top of the page. (Pause.)

For this session, the school has scheduled an appropriate amount of time during which your progress will be monitored. You will be told when the regular testing period is about to end. At the end of this session, please stop at the stop sign located at the bottom right corner of your Test Booklet. As long as you are working productively, you will be given time to finish the test.

You may use your Mathematics Reference Sheet and calculator to help you answer questions in this session. Choose the best answer for each multiple-choice question and fill in the bubble that corresponds to your answer choice. Write your answers to the short answer questions in the space provided. Be sure to answer all parts of each constructed response question and label your answers to each part (a, b, c, etc.) if the question requires it.

If you finish this session early, you may go back and check your answers in this part only. You may not go forward or back to look at other sessions. Are there any questions? (Answer any questions the students may have.) You may begin.

Circulate from time to time during the session. Since this is not a timed test, students who are not finished after the allotted time range may be relocated to a predetermined location within the school.

****For grades 3, 5, 6 and 7, this is the end of the test. Please collect all Answer Booklets and Test Booklets and go to the section of the manual labeled “Returning Test Materials to the School Test Coordinator.” Students may keep their Mathematics Reference Sheets.****

Once the test session has ended, say to the students in grades 3, 5, 6 and 7:

The testing period has now ended. Please put your pencil down. I will collect your Answer Booklet and Test Booklet. You may keep your Mathematics Reference Sheet. For those who need additional time, please raise your hand.

Once the test session has ended, say to the students in grades 4, 8 and 10:

The testing period has now ended. Please put your pencil down, insert your Answer Booklet into your Test Booklet, and close your Test Booklet. For those who need additional time, please raise your hand.

Collect all test materials and store them in a secure place until the next scheduled part of the test.

Science Directions (Grades 4, 8 and 10)

Read aloud to students in grades 4, 8 and 10:

Please turn to the page in your Test Booklet that says “Science Directions.”

The science test contains three test sessions. Mark or write your answers in the Answer Booklet. Use a pencil to mark or write your answers.

This test includes two types of questions: multiple-choice, and constructed-response questions.

For the multiple-choice questions, you will be given four answer choices - A, B, C and D. You are to choose the correct answer from the four choices. Each question has only one answer. After you have chosen the correct answer to a question, find the question number in your Answer Booklet and completely fill in the circle for the answer you chose. Be sure the question number in the Answer Booklet matches the question number in the Test Booklet. The example below shows how to completely fill in the circle.

CORRECT MARK	INCORRECT MARKS
<input checked="" type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>

If you decide to change your answer to a question, erase the wrong mark completely before filling in the circle of the new answer. Be sure you only have one answer marked for each question. If two circles are bubbled in for the same question, that question will be scored as incorrect.

If you are having difficulty answering a question, skip the question and come back to it later. Make sure you skip the circle for the question in your Answer Booklet.

For the other types of questions in the Test Booklet, you will be asked to write your answers to these questions in the box provided. Read the question carefully. If a question asks you to explain your answer or to show your work, be sure to do so.

You may make notes or use highlighters in your Test Booklet, but you must bubble or write your final answers in your Answer Booklet. Do not make any stray or unnecessary marks in your answer booklet.

Let’s work through a sample question together to be sure you understand the directions.

Sample Question
1. What is the capital of Montana?
A. Browning
B. Glendive
C. Helena
D. Missoula

Science - Session 1 (Grades 4, 8 and 10)

Materials Needed: Test Booklets, Answer Booklets, and #2 pencils

If the Test Booklets and Answer Booklets were collected after the last test session, return them to the students. Each student must have his or her original test materials. Distribute #2 pencils to students who need them.

Read aloud to students in grades 4, 8 and 10:

Please open your Test Booklets to the page that says “Science - Session 1” at the top. (Pause.)

For this session, the school has scheduled an appropriate amount of time during which your progress will be monitored. You will be told when the regular testing period is about to end. At the end of this session, please stop at the stop sign located at the bottom right corner of your Test Booklet. As long as you are working productively, you will be given time to finish the test.

If you finish this session early, you may go back and check your answers in this part only. You may not go forward or back to look at other sessions. Are there any questions? (Answer any questions the students may have.) You may begin.

Circulate from time to time during the session. Since this is not a timed test, students who are not finished after the allotted time range may be relocated to a predetermined location within the school.

Once the test session has ended, say to the students:

The testing period has now ended. Please put your pencil down, insert your Answer Booklet into your Test Booklet, and close your Test Booklet. For those who need additional time, please raise your hand.

Collect all test materials and store them in a secure place until the next scheduled part of the test.

Science – Session 2 (Grades 4, 8 and 10)

Materials Needed: Test Booklets, Answer Booklets, and #2 pencils

If the Test Booklets and Answer Booklets were collected after the last test session, return them to the students. Each student must have his or her original test materials. Distribute #2 pencils to students who need them.

Read aloud to students in grades 4, 8 and 10:

Please open your Test Booklets to the page that says “Science – Session 2” at the top. (Pause.)

For this session, the school has scheduled an appropriate amount of time during which your progress will be monitored. You will be told when the regular testing period is about to end. At the end of this session, please stop at the stop sign located at the bottom right corner of your Test Booklet. As long as you are working productively, you will be given time to finish the test.

If you finish this session early, you may go back and check your answers in this part only. You may not go forward or back to look at other sessions. Are there any questions? (Answer any questions the students may have.) You may begin.

Circulate from time to time during the session. Since this is not a timed test, students who are not finished after the allotted time range may be relocated to a predetermined location within the school.

Once the test session has ended, say to the students:

The testing period has now ended. Please put your pencil down, insert your Answer Booklet into your Test Booklet, and close your Test Booklet. For those who need additional time, please raise your hand.

Collect all test materials and store them in a secure place until the next scheduled part of the test.

Science – Session 3 (Grades 4, 8 and 10)

Materials Needed: Test Booklets, Answer Booklets, and #2 pencils

If the Test Booklets and Answer Booklets were collected after the last test session, return them to the students. Each student must have his or her original test materials. Distribute #2 pencils to students who need them.

Read aloud to students in grades 4, 8 and 10:

Please open your Test Booklets to the page that says “Science – Session 3” at the top. (Pause.)

For this session, the school has scheduled an appropriate amount of time during which your progress will be monitored. You will be told when the regular testing period is about to end. At the end of this session, please stop at the stop sign located at the bottom right corner of your Test Booklet. As long as you are working productively, you will be given time to finish the test.

If you finish this session early, you may go back and check your answers in this part only. You may not go forward or back to look at other sessions. Are there any questions? (Answer any questions the students may have.) You may begin.

Circulate from time to time during the session. Since this is not a timed test, students who are not finished after the allotted time range may be relocated to a predetermined location within the school.

Once the test session has ended, say to the students:

The testing period has now ended. Please put your pencil down. I will collect your Answer Booklets and Test Booklets. For those who need additional time, please raise your hand.

Returning Test Materials to the Test Coordinator

Collect and account for all test materials and store them in a secure place for return to your school test coordinator.

Be sure to return all used and unused test materials to your test coordinator on or before Thursday, March 25th.

- Place used Answer Booklets (including partially completed tests and Answer Booklets for enrolled students who did not take the test) placed in the large white envelope labeled “For return of used answer documents.”
- Return unused test materials to your test coordinator separately. Please remember these materials should also be kept secure.

APPENDIX A: GUIDELINES FOR USE OF CALCULATORS

Mathematics “calculator” test sessions assess students’ problem-solving skills. The computation burden for students will be reduced if calculators are used, permitting students to demonstrate their problem-solving skills more accurately. Computation skills are assessed in “no-calculator” test sessions.

Use of calculators in the mathematics “no calculator” sessions constitutes a testing irregularity. Use of calculators in these sessions can result in a student not being considered a participant in the mathematics test and can invalidate the student’s scores.

We suggest that students use calculators that are familiar to them (their own personal or school owned calculators). This will ensure that students are comfortable during the test and not burdened by unfamiliar calculator functions. (Test administrators may wish to have additional calculators on hand to loan to students, as needed.) Items on any of the math assessments of the CRT - calculator sections can be answered using a four-function calculator. However, it is possible for students to answer the items without the aid of a calculator

Although practice varies, the calculator types listed below are commonly used in classes in grades 3-8 and 10 and are allowed on the CRT - calculator sections; however, the most important factor is a student’s familiarity with the calculator being used.

Grades 3, 4, 5 and 6: Four-function calculator

Grades 7 & 8: Scientific calculator

Grade 10: Graphing calculator

CAUTION:

- graphing calculators and others with memory capacity are potential hazards to test security
- if a student most commonly uses this type of calculator, the test administrator must clear the memory BOTH before and after testing for each student
- students must not share calculators during testing

MATHEMATICS SCHEDULE FOR USE OF CALCULATORS

GRADES 3-5 MATHEMATICS CALCULATOR USE	
Day 1	
Session 1	Calculators are NOT allowed
Day 2	
Session 2	Calculators are NOT allowed
Break	
Session 3	Calculators ARE allowed

GRADES 6-8 & 10 MATHEMATICS CALCULATOR USE	
Day 1	
Session 1	Calculators are NOT allowed
Day 2	
Session 2	Calculators ARE allowed
Break	
Session 3	Calculators ARE allowed